



Special Event Guidelines Site Plan/Route Map

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes.

The final permit issued by the City of San Diego will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist you in the development of your site plan or route map:

TECHNICAL SPECIFICATIONS

- To ensure appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.
- Do not use aerial or ortho-type photomaps as the base for your primary site plans or route map; such maps, however, may be submitted to provide supplemental information.

BOUNDARIES AND ROUTES

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.



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- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

EVENT INFRASTRUCTURE

- Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:
 - Fencing, including beer gardens and production areas.
 - Portable restrooms and sinks.
 - Trash and recycling containers and dumpsters.
 - Storm drains and run-off containment.
 - Water stations, water and ice supplies.
 - Generators and other sources of electricity.
 - Fuel storage facilities.
 - Placement of any vehicles and/or trailers including production and shuttle areas.
 - Portable, prefabricated, or site built structures, bridges, staging, platforms, bleachers, or grandstands.
 - Other related infrastructure components not listed above but included in your permit application.



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EVENT OPERATIONS

- Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:
 - Stages and entertainment areas.
 - Inflatables, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.
 - Tents, canopies and/or booths.
 - Booth identification of all vendors cooking with flammable gases, open flames or barbecue grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
 - Location of beer garden(s). A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.
 - Tables, seating and other furniture.
 - Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
 - Other related operational components not listed above but included in your permit application.

NARRATIVE

To supplement your site plan or route map, you must provide a detailed narrative and timeline of your event to better assist in the review of your event. The narrative should include details regarding the set-up, sounds checks, operations and dismantle of your proposed event activities. If there is a moving route associated with your proposed event, you must include a



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turn-by-turn narrative and diagram that incorporates the names of all proposed street/lane closures, detours, etc.
